

Third Party Billing Responsibilities & Information

UT Arlington Student Accounts offers deferred third party billing of tuition, fees and charges to businesses, organizations and agencies desiring to sponsor a student at UTA. A contract must be presented to Student Accounts each session prior to the published payment due date outlining the sponsor's guarantee to pay. **The contract may not be contingent upon the student receiving a specific grade or upon a financial need status.**

It is the policy of the University to protect our students' right to confidentiality. Sponsors must obtain information regarding transcripts, course listings or specific registration charges directly from the student.

<u>Sponsor's Responsibilities</u>	<u>University Responsibilities</u>	<u>Student Responsibilities</u>
<p>1. Contract, purchase orders or memo of understanding must include the following information (see Attachment A & B):</p> <ul style="list-style-type: none"> • Student's name and UTA student ID number. • Description and amount of allowable charges. • Description of specific exclusions if applicable. • Dates or term/semester student will be sponsored. <p>2. Sponsor shall mail payment to the address provided on the UTA invoice (see Attachment C) or may wire payment. Payment in full is due upon receipt of invoice.</p> <p>3. If the student is an employee of the sponsor and is terminated during the semester; or otherwise does not meet requirements as outlined by them, the sponsor must pay as agreed and invoiced, and seek reimbursement directly from the student.</p> <p>4. Contract must be presented to sponsoredstudents@uta.edu or in person to Student Accounts for billing at least 5 days prior to the published term/session payment due date.</p>	<p>1. Sponsored Students will review contracts upon receipt and assign eligible students to the sponsor contract. This action credits the appropriate payment to the student's account.</p> <p>2. Sponsored Students will invoice the sponsor for authorized charges. The invoice will state the term/session covered, the student's name, UTA ID, and the total allowable tuition and fees.</p> <p>3. Any refund resulting from an adjustment to the student's account after sponsor payment, will be returned to the sponsor. Some exclusions may apply.</p>	<p>1. It is the student's responsibility to provide UTA Sponsored Students with a valid contract from their sponsor at least 1 day prior to the published term/session payment due date to avoid late payment penalties.</p> <p>2. If the sponsor will not cover the total tuition and fees, it is the student's responsibility to pay the remaining amount before the term/session payment due date. Failure to do so may result in cancellation for non-payment.</p> <p>3. Any amount billed to the sponsor, which remains unpaid, will be charged back to the student's account and must be paid by the student immediately.</p> <p>4. Students wishing to withdraw and avoid financial obligation must do so prior the first official University class day. The University will not bill a sponsor for a pro-rated dropped class. Any class dropped within the refund period will be the responsibility of the student.</p> <p>5. All sponsored students must have agreed to the Registrant's Responsibilities.</p>

Important Information

Billing

Sponsors will be invoiced after our last refund date. Payment is due upon receipt of invoice. The University cannot pre-bill or create special sponsor specific billing cycles.

Contract Amount

The contract must state a specific amount to be paid toward a student's registration, not specific amounts per course. UTA's fee structure is based on total hours enrolled per session. Note: This requirement is not applicable to students receiving Military Tuition Assistance.

Confidentiality

If a course listing or grade is required by the sponsor, it typically must be obtained from the student. Sponsored Students will not release this information to the Sponsor. All sponsored students must have agreed to the Registrant's Responsibility.

Disallowed Charges

The sponsor agrees to pay UTA as invoiced and seek reimbursement directly from the student for disallowed charges.

Exclusions

A contract must clearly state exclusions if all tuition and fees are not eligible for payment. Any amount not paid by the Sponsor is the student's responsibility.

Length of Contract

The contract must cover a specified time frame or the term and year the student will be sponsored.
Ex: Spring 20XX or January 1, 20XX – June 1, 20XX

Non-Registration Related Charges

Third Party Sponsor Billing is offered only for registration related charges. Contracts for charges such as room and board, tutoring, health center, bookstore, etc. are not accepted. (Some exclusions may apply).

Presenting the Contract

The contract must be presented to Sponsored Students at least 5 days prior to the published payment due date each term/session.
Phone calls notifying the University of sponsorship are not accepted as valid contracts.

Typical Sequence of Events

Prior to Published Term/Session Payment Due Date

Sponsor's guarantee to pay (contract) must be presented to Sponsored Students.

Contract is reviewed; the student is assigned to the contract and the student's account is credited for the amount covered by the contract.

If additional payment by the student is required to secure registration, it must be paid by the student before the term/session due date.

Approximately 45 days from the beginning of the term/session.

Sponsors are billed typically after our last refund date. Payment from the Sponsor is due upon receipt of invoice. Any amount not paid by the Sponsor is charged back to the student account and due immediately.

Attachment A

Example of a Purchase Order

Please include date issued, applicable semester, payment specifications, student name and UTA ID or last four digits of social security number, contact name, phone number, billing address and authorized signature.

COMPANY/AGENCY NAME		
ADDRESS		
TO: The University of Texas at Arlington Box 19649 Arlington, TX 76019	Begin Date:	End Date:
	Note: Spring 20XX	
STUDENT ID #: Student Name	CONTACT INFO: Name Phone Email	BILL TO: Company/Organization Name Address
Items	Description of Good or Services	Cost
1	Spring 20XX Tuition and Fees	\$XXXX.00
Purchase Order Total		\$XXXX.00
Special Instructions: Refundable deposits are the responsibility of the student. This purchase order does not cover such charges.		
Authorized By: _____ Title _____		
Signature: _____ Date _____		

Attachment B

Example of Contracts to Pay

Please include date issued, applicable session, payment specifications, student name, student ID#, sponsor contact name, phone number, billing address, and tax ID #.

Company Letterhead
May 4, 20XX (Issue Date)
The University of Texas at Arlington Student Accounts Box 19649 Arlington, TX 76019-0136
To Whom It May Concern:
(Company Name) will pay Summer 20XX tuition and fees for the following students:
Jane Doe 1000123456 John Henry 1000654321
Please bill (Name of Company) directly for the above charges to:
Company Name Attention: Address
Company Contact Contact Phone Number Contact Email
Sincerely,
Printed Name of Authorized Sponsor Representative Title of Authorized Sponsor Representative

Company Letterhead
June 28, 20XX (Issue Date)
The University of Texas at Arlington Student Accounts Box 19649 Arlington, TX 76019-0136
To Whom It May Concern:
(Company Name) will pay Fall 20XX tuition and fees except parking for the following students:
Jane Doe 1000123456 John Henry 1000654321
Please bill (Name of Company) directly for the above charges to:
Company Name Attention: Address
Company Contact Contact Phone Number Contact Email
Sincerely,
Printed Name of Authorized Sponsor Representative Title of Authorized Sponsor Representative

Company Letterhead
January 5, 20XX (Issue Date)
The University of Texas at Arlington Student Accounts Box 19649 Arlington, TX 76019-0136
To Whom It May Concern:
Please invoice us for the period of January 15, 20XX through May 31, 20XX tuition and fees for the following students:
Jane Doe 1000123456 John Henry 1000654321
If you have questions please contact me at 817-123-4567.
Sincerely,
Printed Name of Authorized Sponsor Representative Title of Authorized Sponsor Representative

Company Letterhead
August 13, 20XX (Issue Date)
The University of Texas at Arlington Student Accounts Box 19649 Arlington, TX 76019-0136
To Whom It May Concern:
(Company Name) will pay Fall 20XX tuition and fees except parking charges for the following students:
Jane Doe 1000123456 John Henry 1000654321
Please invoice us at the above address. Please contact Joe Jones at (817) 123-4567 if more information is needed.
Sincerely,
Company Contact Contact Phone Number Contact Email
Printed Name of Authorized Sponsor Representative. Title of Authorized Sponsor Representative



SPONSORED STUDENT BILLING SUMMARY

Sponsor Name
Sponsor Address

Payment Due Upon Receipt

CAGE CODE:	Invoice #:	_____
TAX ID:	Invoice Date:	_____
Dunns Code:	Organization ID#:	_____

Spring 2016

Last Name, First Name	Student ID #	Amount
Smith, Charlene	1001111111	\$XXXX.00
Jones, Susan	1002222222	\$XXXX.00
Anderson, Debbie	1003333333	\$XXXX.00

TOTAL XX,XXX.00

IMPORTANT: Please place your Organization ID# and/or Invoice# on your remittance to ensure proper credit

Mail remittance to:

Office of Student Accounts
Sponsored Students
P.O. Box 19649
Arlington, TX 76019-0136

Phone: 817/272-2172
Fax: 817/272-5836
Email: sponsoredstudents@uta.edu

DUE UPON RECEIPT